EFIS - Submit Informal Interconnection Agreement

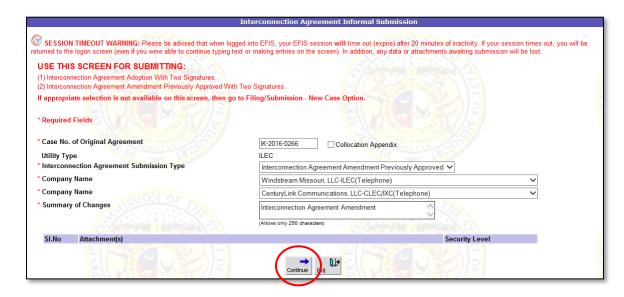
To file an informal interconnection agreement:

- 1. Log on to EFIS.
- 2. From the Welcome screen, click the 'Filing/Submission' menu option
- 3. Select the 'Interconnection Agreement Informal Submission' link to continue to the 'Interconnection Agreement Informal Submission' screen.



On the 'Interconnection Agreement Informal Submission' screen, complete the following steps.

- 4. Beside 'Case No. of Original Agreement', input the applicable case number.
- 5. Check the box beside 'Collocation Appendix' if applicable.
- 6. The 'Utility Type' will auto populate.
- 7. Beside 'Interconnection Agreement Submission Type', select the applicable type of interconnection agreement submission from the drop-down list.
- 8. Beside each 'Company Name' field, select the applicable company from each of the drop-down lists for which the agreement is being made between.
- 9. Beside 'Summary of Changes', input the title as it appears on the agreement or pleading.
- 10. Click 'Continue' to continue to the 'Filing/Submission Attachment(s)' screen.



Copyright © 2016, Missouri Public Service Commission. All Rights Reserved. 7/21/2016 Page 1 of 4

EFIS - Submit Informal Interconnection Agreement

On the 'Filing/Submission – Attachment(s)' screen, complete the following steps:

11. Click the 'Browse' button to select the document(s) for attaching.

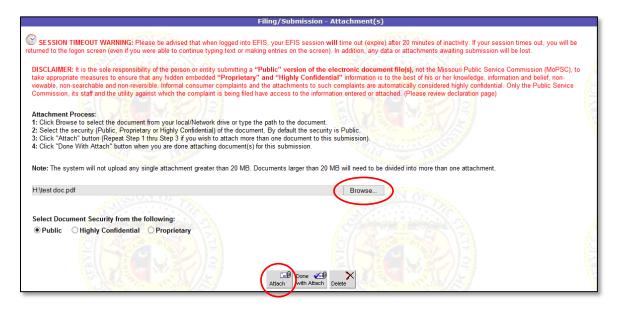
Note: File names and file paths cannot use any special characters (%'&^*#@) except an underscore or hyphen.

12. Under 'Select Document Security from the following:', select the applicable radio button for the document's security level.

Note: It is the filer's responsibility to denote the correct security level on every document.

13. Click the 'Attach' button to attach the document.

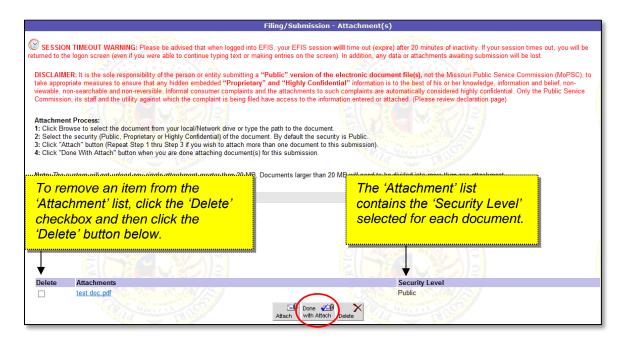
Note: Multiple attachments may be made by selecting a document, its security level and then clicking the 'Attach' button.



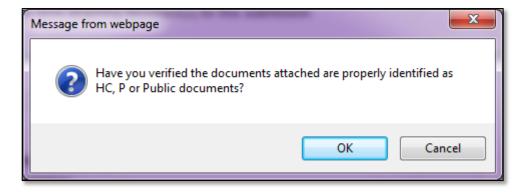
7/21/2016 Page 2 of 4

EFIS - Submit Informal Interconnection Agreement

14. Click the 'Done with Attach' button after all the attachments have been uploaded.



15. After verifying the security levels on the attachment(s), click the 'OK' button to continue to the 'Interconnection Agreement Informal Submission' screen.



7/21/2016 Page 3 of 4

EFIS - Submit Informal Interconnection Agreement

16. Click the 'Submit' button to submit the existing case filing.



A confirmation screen with the case number will appear.

17. Click the '**OK**' button to return to the '**Filing/Submission**' screen.



For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or <u>datacenter@psc.mo.gov.</u>

7/21/2016 Page 4 of 4